

# COMPLIANCE MAIL & PARCEL BOXES

How responsible designing-in and purchasing of compliant mail and parcel delivery systems can actually tick the box.

Ensuring residents and building safety with reference to

# Building Safety Act 2022 & Fire Safety Act 2021

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# Mail

Mail is delivered into every building. Without adequate provision it is a combustible volume that can help fuel a fire.

## Why are mailboxes important?

In domestic homes mail has traditionally been delivered via the letterflap. This open access into a home via the front door can provide a variety of risks, in particular arson attacks and theft. A mailbox externally fitted to replace a letterflap is an easy solution and also eliminates any heat loss via the front door.

In multi occupancy **high rise** developments, mailboxes are commonly located in lobbies or entrances. These can be surface mounted, wall recessed, freestanding or through the wall or panel.

There is the option to locate them internally, externally or within a void area, to ensure those delivering, have access only to that area and not the whole building.

## Compliance and certification

Mailboxes that are **located in a fire route or fire rated wall** need to be tested and certified to 2-hour fire rating. A certificate must be requested from the supplier / manufacturer to ensure due diligence when incorporating products that are complying.

Careful consideration regarding **installation is very important**. A fire rated mailbox recessed into a fire rated wall, must sit within that wall on fire rated steel supports or a block plinth and all gaps sealed with intumescent cement or filler.

A 2-hour fire rated mailbox is designed to hold back or contain a fire and as such could be incorporated into a building offering reassurance that the product does not spread or fuel a fire and also holds it back or contains it, retaining the product integrity and allowing residents adequate time to evacuate a building.

**Certificates or evidence of testing and accreditations should always be seen to verify that products used within high rise developments are suitable and fully compliant**

## The solution

The Safety Letterbox Company offer **2 hour fire rated mailboxes** and support stands that ensure a **fully compliant and 3<sup>rd</sup> party tested** product can sit within a safe building. As the first company to develop this range back in 2002, the product offering is in line with requirements and offers **certificates and evidence of all testing** if required.

# Parcels

Parcel volume has increased dramatically, and is set to grow in scale as the population shift to online shopping habits.

The built environment has multiple real problems associated with parcels in buildings without sufficient and compliant solutions. Parcel theft, ID theft and fire.

Parcels are a very real fire and security risk.

## Why are parcel lockers important?

**Without** suitable secure parcel lockers, carriers are able to leave parcels unsecured in lobbies, stairs, entrances, corridors. This provides a **significant fire risk** – not only is it potentially **blocking and obstructing fire routes** and a **trip hazard** but large volumes seen in high rise developments, can, if stored together, provide a **large combustible bonfire of flammable materials**.

If located inside a building and within a fire route, lobby, corridor or wall, they should be stored safely and conveniently in a **2-hour fire rated parcel locker system** that can contain a fire or hold back a fire and not fuel or spread a fire.

## Compliance and certification

Intelligent Parcel lockers efficiently contain the parcels delivered and offer a safe and secure location for the quick depositing and collection of parcels, with residents receiving an instant notification to collect at their convenience.

Parcel lockers that are **2-hour fire rated – tested and certified by a qualified 3<sup>rd</sup> party**, can contain, or hold back a fire for 2 hours, and are therefore able to be incorporated into an entrance lobby or recessed into walls and corridors or freestanding.

Parcel lockers that are also **Secured by Design Cyber Assured Level 2** also offer compliance to the highest **IOT security and GDPR regulations**.

**Certificates or evidence of testing and accreditations should always be seen to verify that products used within high rise developments are suitable and fully compliant.**

## The solution

The Safety Letterbox Company offer **2-hour fire rated intelligent myRENZbox parcel lockers**, that **ensure a fully compliant and 3<sup>rd</sup> party tested** product can sit within a safe building. As the first company to develop this range in 2021, the product offering is firmly in line with requirements and offers **certificates and evidence of all testing** if required.

SLB also have Secured by Design Cyber assurance IASME Level 2 on myRENZbox software and this provides absolute reassurance that the software itself is safe and compliant.

SLB take every opportunity to offer training, educating and sharing of information surrounding the safest way to accept and store mail and parcels in systems that are tested, compliant and installed correctly.

Contact us for CPD, free guidance and advice to ensure your RP or anyone specifying, buying or installing on a project is informed and takes all necessary steps to protect residents and buildings.



# A summary of Building Safety Act 2022 & Fire Safety Act 2021 (update Sept 2023)

The new **Building Safety Act 2022** aims to reform building safety legislation.

It is a direct result of the Grenfell Tower disaster in 2017, and recommended by Dame Judith Hackitt in her 2018 review of fire safety and building regulations.

The **Building Safety Act 2022** came into force from **1st April 2023** and introduces new duties for the management of fire and building safety in **high-rise residential buildings**. It is one of several pieces of legislation and guidance being implemented by the Government to enhance building safety, including additions to the **Fire Safety Act 2021**.

It is created to help people be and feel **safer** in their homes and to hold decision makers **accountable**. It will change the way buildings are designed, constructed, and managed.

## Building Safety Act 2022 focuses on;

- The **safety and standards** of all buildings, in particular it applies to **new or existing occupied buildings over 18 metres high or seven storeys or more, which contain at least two residential units**. The design, refurbishment, and construction requirements also apply to care homes and hospitals meeting the same height threshold.
- Creates a universal change in **responsibility and culture** within the building industry.
- Assuring the safety of **higher-risk buildings**, both in construction and occupation.
- Improving the **competence** of the **people responsible** for overseeing, managing, and delivering works to higher-risk buildings
- Ensuring a **more effective regulatory and responsibility framework** for the construction industry and introduces **clearer standards** and guidance.
- Clarifies who has **responsibility** for Fire and Building Safety throughout the life cycle of a higher risk building.
- Putting **residents at the heart** of a new system of building safety.

Buildings that are fully constructed, still being constructed, or simply planned developments will be subject to the Regulations. The Regulations are divided into definitions for buildings during design and construction and those during occupation:

- A **High-Risk Building during design and construction** is defined as a building that is at least 18m in height or has at least 7 storeys and **contains at least two residential units; or is a care home; or is a hospital**.
- A **Higher-Risk Building during occupation** is one that is at least 18 metres in height, or has at least 7 stories, and which **contains at least two occupied residential units**.

18 meters in height will be based on the height from ground level on the lowest side of the building, to the top of the floor surface of the highest occupied storey of the building.

## What buildings are excluded?

Buildings will be **excluded** from the definition of “Higher-Risk Buildings” during occupation, and do not need to be registered, if they are used in their **entirety** as one of the of the below:

- hospital
- care home
- secure residential institution
- hotel
- military barracks and living accommodation for military personnel
- prison

## Does it affect you?

The requirements affect building owners/managers, those who commission building work and who participate in the design and construction process, including clients, designers, and contractors.

## 2 new roles: Building Safety Regulator (BSR) Accountable Person (AP)

Described as ‘the biggest change to Building Safety regulation in a generation’, the Building Safety Act 2022 sees the implementation of these two key roles.

The **Building Safety Regulator (BSR)** will be responsible for overseeing the safety and performance systems of all buildings.

1. To secure the safety of people in and around buildings, by implementing stringent rules of how they are designed, constructed and occupied and improve building standards.
2. To regulate, enforce and act upon those that break them in line with best practice principles

The **Accountable Person (AP)** such as; building owner, landlord, freeholder, or management company

1. Have an ongoing duty to assess Building Safety risks. Responsible for repairing the building and provide a '**Safety Case Report**' which demonstrates how Building Safety risks are being identified, mitigated, and managed on an ongoing basis.
2. They will also have to demonstrate how they are ensuring residents' safety. In buildings where ownership structures are complex, there may be more than one Accountable Person, in which case there will be a **Principal Accountable Person**.

## Why is the new Building Safety Act 2022 important?

The new requirements of the Building Safety Act **do not** just apply to taller buildings. Parts of the Act will have implications for **ALL buildings** as it will make the **BSR** responsible for the performance of the building control sector to ensure standards are met, and for setting building standards. The Building Safety Act 2022 will establish a **New Homes Ombudsman scheme** for new build properties, to hold developers to account.

The BSR will also be given powers to regulate construction products for the UK.

Those who are designing and constructing **higher risk buildings** will have formal responsibility for complying with building regulations, reducing risks, and ensuring that those who create Building Safety risks are responsible for managing them.

The **Building Safety Act 2022** will enforce the requirements for keeping vital, up-to-date safety information about how a building has been designed, built, and managed. This important information will be **stored digitally** for the **entire life of the building**.

It enables you to **understand a building** and the **steps needed to keep both the building and people safe**, now and in the future.

The Building Safety Act 2022 will place specific duties on organisations which own and manage high rise residential buildings to take a range of specific and prescribed actions to **identify risks**, put the required **measures in place** to keep the building and its' residents safe, and to **evidence how** they are doing this. The BSR will assess compliance with the duties, and if it is satisfied, they are being met will issue a **Building Assessment Certificate** to permit the building to be occupied.



In addition, a **Building Safety charge** will be introduced, so leaseholders can see and know what they are being charged for Building Safety, and there will be powers to limit the costs that can be charged.

**New sanctions of up to two years in prison and unlimited fines will be in place for anyone breaking legal duties.**

## When does the Building Safety Act 2022 become law?

All buildings in the scope of the Act will need to be registered with the BSR, with registrations being expected at any time between **April 2023** and **October 2023**. The Higher-Risk Buildings (Key Building Information etc.) (England) Regulations 2023 define the key building information which must be submitted by **30 September 2023**.

[www.gov.uk/guidance/applying-to-register-a-high-rise-residential-building](https://www.gov.uk/guidance/applying-to-register-a-high-rise-residential-building)

Once registered, the Accountable Person (AP) must apply for a **Building Assessment Certificate**, a process which is expected to begin **April 2024**, which will include information about the reasonable steps taken to prevent building safety risks.

### Deadlines that have been set for October 2023 relating to high-rise buildings

- **Appointed person (AP)** must register all of their **existing HRRBs** with the Building Safety Regulator (BSR) between **April and October 2023**.
- **It is an offence if a building is occupied but not registered after October 2023.**
- An **AP** will be required to register any **newly built HRRBs** with the BSR **before occupation after this date.**
- In England, **from October 2023**, an **AP** must prepare and maintain a **building safety case** for each of their HRRBs, making a building safety case report available to the BSR at set periods and upon request.
- The safety case is all the information you use to manage a. the risk of fire spread and b. the structural safety of your building. **It is a case for how a HRRB is safe for occupation.**

## Who must register the building and how?

A **Principle Accountable Person (PAP)** must be identified.

A PAP can be an individual or an organisation such as a housing association, local authority or company. With regards to organisations, the PAP must not be an individual within the company and must be the organisation itself.

The organisation should appoint a single point of contact for the Building Safety Regulator to contact; they should have authority or duties relating to the safety of the building.

In mixed-use schemes involving multiple owners, one of the owners will need to be selected as the **PAP**. This can be determined with a measure of the extent of ownership and legal responsibilities for repair and maintenance.

Other owners may be an **Accountable Person (AP)**, who will have other building safety duties, including to co-operate with and assist the PAP.

Registration of an “Higher-Risk Building” is done via the government website. You will need to provide specific details of the building, its structure and fire safety plan, and details of the PAP amongst other particulars. In addition, a registration fee of £251 is payable per building.

### **Registration Deadline: 30 September 2023**

A failure to comply with the 30 September 2023 deadline for registration of “Higher-Risk Buildings” will constitute a criminal offence by the PAP. In addition, it will also be an offence to allow residents to occupy an unregistered building after this date. The investigation into those that do not comply may also result in reputational damage.

# Fire Regulations - The Fire Safety Act 2021

## January 2023 Update: What You Need to Know

If you are responsible for enforcing fire safety in your buildings, are you aware of your responsibilities and are you keeping your tenants safe?

The Fire Safety Act 2021 (FSA 2021), came into force in England in May 2022 and is now fully operational in **both Wales and England**.

It is important to note that there are very challenging new fire safety regulations – the Fire Safety (England) Regulations 2022 (Fire Safety Regulations) – which came into force on **23 January 2023**.

The Fire Safety Regulations apply to **multi-occupied residential buildings** in England and impose rules for;

- non-high-rise buildings – for example, fire safety instructions **must be provided to residents**.
- buildings over 11 metres – for example, annual checks of fire doors **must be carried out**.
- and buildings over 18 metres – for example, floor plans **must now** be provided to Fire and Rescue Services

## Who is the Responsible Person for Fire Safety?

You are the Responsible Person for fire safety if you are deemed to have control of the premises. For example, if you are:

- An employer
- The owner of the building
- The landlord of the building
- A facilities manager, building manager, managing agent, risk assessor or anyone else with control of the premises.

### Responsible Person's (RP) duties

The Responsible Person (RP) is not new; the RP of a business already has certain responsibilities under the current Fire Safety Order. The RP is the person who is accountable for the safety on-site under the new regulations.

The RP is typically the premises owner, but in residential complexes, it can also be any other person in charge of the communal areas or the outside of the property.

## New duties for the Responsible Person

Any changes in duties for the RP will depend on the type of building in which they operate. As such, the new responsibilities depend on if the RP is in:

### Multi-occupied residential buildings with two or more sets of domestic premises.

- Provide relevant fire safety instructions to residents, including instructions on how to report a fire, and what a resident must do once a fire has occurred, based on the evacuation strategy for the building
- Provide residents with information relating to the importance of fire doors in fire safety

### Buildings above 11m

- Provide fire door information and fire safety instructions
- Conduct annual checks of entrance doors to flats and quarterly checks to all fire doors in common areas

### Buildings of at least 18m or seven or more storeys

- Provide fire safety training, fire door information, and fire door inspections
- Install and maintain a **secure premises information box** in the facility, which must include the **Responsible Person's name and contact information**, and hard copies of the relevant floor plans
- Maintain current digital floor plans for the local Fire and Rescue Service and keep a copy in the **Premises Information Box\***
- **Send information** on the design and materials used in the external wall **to the local fire department**, along with specifics about any dangers and mitigating measures performed

To guarantee compliance with the Fire Safety Regulations, systems must be in place by January 23, 2023

\*Ask us for more details

Please note : All information held within this document is taken from various legislation of H&S and Fire commonly available. It has been collated as a brief overview to highlight the importance of compliant specification and purchasing, in line with Fire and Building Safety regulations, in particular 2-hour mailboxes and parcel boxes and IASME Level 2 Secured By Design Cyber assurance. All compliant products are available from The Safety Letterbox Company and are 3rd party fully tested and certified.

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